



## **Director of Finance and Operations Job Description**

**Reports to:** Executive Director

**Supervises:** Operations Manager, Bookkeeper

**Collaborates with:** Board Finance and Executive Committees, Artistic Director, all staff

**On the Boards, Seattle's home for contemporary dance, theater and multidisciplinary performance, seeks a Director of Finance and Operations. This person is detail-oriented and has proven experience and success in finance management and accounting in a fast-paced environment.**

### **Organization Description:**

On the Boards is a 39-year-old arts organization located in Seattle, Washington. We are celebrating our 40th anniversary in 2019 – and the 2019/2020 season will feature community and fundraising events, as well as a comprehensive fundraising campaign.

The organization owns and operates the Behnke Center for Contemporary Performance located in Seattle's Lower Queen Anne neighborhood. The facility includes two theaters: the 300-seat Merrill Wright Theater and an intimate 84-seat Studio Theater.

Since its inception, On the Boards has featured seminal performances by artists including Laurie Anderson, Bill T. Jones, The Wooster Group, Spalding Gray, Dumb Type, Anne Teresa de Keersmaecker, Sankai Juku, Gisèle Vienne, Bruno Beltrão, chelfitsch, Romeo Castellucci, John Jasperse, Ralph Lemon, Jan Fabre, Back to Back Theatre, Faustin Linyekula, Dana Michel, Michelle Ellsworth, Mark Morris, Pat Graney, Dayna Hanson, Heather Kravas, Amy O'Neal, Reggie Watts, Ahamefule Oluo, Zoe Scofield & Juniper Shuey, Dani Tirrell, and Crystal Pite.

The organization operates with a \$1.64 million budget and a staff of 13. We present 11-14 performances and special events annually that feature local, national, and international artists in contemporary dance, theater, and multidisciplinary performance work. We also run OntheBoards.tv, a website that streams full-length, HD films of performance and is used in all 50 states, 157 countries, and by thousands of students at 125 universities worldwide.

On the Boards has a well-earned reputation for hitting above its weight.

### **Organization Mission and Values:**

On the Boards invests in leading contemporary performing artists near and far and connects them to a diverse range of communities interested in forward-thinking art and ideas. We believe if we are successful in our work that we can grow our field, enrich people's lives, and contribute to civic and global dialogues.

We value:

- artistic risks while being fiscally responsible;
- leadership in our field and the multiple communities we serve to strategically advance the role contemporary artists play in society;
- racial and social equity, and accountability;
- provocative art as a vehicle to connect people of diverse backgrounds and perspectives;
- our regional creative community as we engage with international artists and peers;
- professional and transparent management

## **A Note about On the Boards Workplace Culture:**

On the Boards honors collaboration, respect, humor, and the humanity of its employees, Board members, and volunteers. We regularly acknowledge that life happens, friends and family are important, and that working in a small non-profit is much better with likable, hard-working colleagues. On the Boards is made up, at every level, of individuals who will change the light bulbs, empty a trash can when needed, or step up to represent the organization in a professional and energetic way.

The organization is prioritizing racial equity in the workplace. An equity task force, made up of staff and board members, has implemented regular trainings and workshops and has developed an equity toolkit for decision-making. Our work is ongoing, and we are looking for a new member of our team whose experience and qualifications can help us make our workplace and practices more racially equitable.

## **Director of Finance and Operations Key Responsibilities:**

- Manages all financial control functions, including accounting information systems, budget development, cash management and projections, audit and tax preparation.
- Provides leadership in finance, operations, facilities/occupancy and manages staff in these areas.
- Assures compliance with relevant laws (e.g. employment law), regulations, accounting principles, organizational policies, grant requirements, and monitors all legal, contractual, and financial obligations for all staff.
- Performs all human resources functions, including management of performance evaluations and adherence to employment policies and procedures.
- Serves as staff lead and liaison for key committees and task forces of the Board of Trustees and the organization, ensuring successful functionality and assuring compliance with By-Laws and Board Handbook policies. Works with Executive Director and Artistic Director to facilitate board communications, as a whole.
- Works with development team to support individual donor cultivation, institutional grant-writing and reporting, corporate sponsorships, and benefit events.
- Ensures the smooth operation of day-to-day activities, including all office systems and operations, information technology, and communication systems for both internal and external communication and data storage.
- Ensures the proper maintenance and upkeep of the facility, including management of the parking lot and four rented retail spaces.
- Works with Executive Director and Artistic Director to execute current and future artistic, operational and community engagement goals.

- Clearly communicates financial information and budget to the staff, board, and committees. Attends all meetings of the Board Finance Committee, Executive Committee, full board meetings, and other committee/task force meetings as needed.
- Supervision of Bookkeeper who handles payroll, accounts payable, accounts receivable, monthly reconciliation, and day-to-day financial activity.

### **Qualifications:**

This position requires a leader with a minimum of five years of accounting, finance, and audit experience, ideally beginning in accounting and audit. They will ideally have experience in a complex nonprofit with multiple programs. Other qualifications include:

- Strong interest in contemporary performance
- Solid experience managing audit activities, reporting and analysis, accounts payable and receivable, general ledger, payroll and cash management
- Experience leading the development and monitoring of annual operating and/or capital development and monitoring of annual operating and/or replacement budgets
- Knowledge of nonprofit accounting and fund accounting
- Keen analytic, organizational and problem-solving skills which allow for strategic data interpretation versus simple reporting
- Personal qualities of integrity, credibility, and a strong commitment to OtB's mission
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to board or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers

### **Education/Experience/Skills Required:**

- Minimum five years' experience in administration, business management, professional service or related arts field.
- Minimum of a Bachelors' degree in accounting, finance or relevant field or equivalent professional experience
- Demonstrated success working with QuickBooks accounting software
- Proficient in Microsoft Office Suite applications including Word, PowerPoint, Outlook, and advanced Excel
- Strong not-for-profit accounting and financial reporting skills; strong understanding of fund accounting
- Must have legal authorization to work in the United States.

**General Information:**

**Status:** Full-Time Exempt  
**Reports to:** Executive Director  
**Supervises:** Operations Manager, Bookkeeper  
**Collaborates with:** Treasurer, Finance Committee, Executive Committee, Artistic Director, all department leaders responsible for budget  
**Compensation:** \$57,000 - \$62,000 commensurate with experience

**Benefits:**

Eligible for company paid medical, vision, and dental insurance as well as short-term and long-term disability, accidental death and dismemberment and life insurance. Additional benefits include a subsidized ORCA card and/or parking pass and generous paid time off including 12 holidays, vacation, and sick leave.

On the Boards is an equal opportunity employer and is committed to a diverse, accessible workplace, and to supporting our staff with ongoing career development opportunities. Our building and offices are ADA accessible and we strive to make any additional accommodations. People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. Must have, or be willing to acquire, legal authorization to work in the United States.

**To Apply:**

**Timeline:**

- Applications open until filled,
- Reviews and interviews begin June 1,
- Preferred start date is July 8, 2019

Email cover letter, resume, and three references to [jobs@ontheboards.org](mailto:jobs@ontheboards.org) (subject line: Director of Finance & Operations Search) Final candidates will be subject to a background check.